



REPUBLIC OF THE PHILIPPINES  
QUEZON CITY GOVERNMENT  
BIDS AND AWARDS COMMITTEE –  
GOODS AND SERVICES



# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **COMPREHENSIVE PREVENTIVE MAINTENANCE OF 54 ELEVATOR UNITS AND 2 ESCALATOR UNITS FOR QUEZON CITY GOVERNMENT INSTALLATION FOR THE YEAR 2025 (EARLY PROCUREMENT ACTIVITY)**

**PROJECT NO. CGSD-25-GRMS-0101**

Government of the Republic of the Philippines

**Sixth Edition  
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# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.

- e. **Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.**
- f. **For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.**

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# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency

which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, **Quezon City Local Government** wishes to receive Bids for the **COMPREHENSIVE PREVENTIVE MAINTENANCE OF 54 ELEVATOR UNITS AND 2 ESCALATOR UNITS FOR QUEZON CITY GOVERNMENT INSTALLATION FOR THE YEAR 2025 (EARLY PROCUREMENT ACTIVITY)** with identification number **CGSD-25-GRMS-0101**.

*[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]*

The Procurement Project (referred to herein as “Project”) is composed of **one (1) item**, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2025** in the amount of **FOURTEEN MILLION THREE HUNDRED SIXTY THOUSAND SEVEN HUNDRED NINETY-TWO PESOS AND 40/100 ONLY (Php14,360,792.40)**.

2.2. The source of funding is:

a) LGUs, the proposed Local Expenditure Program

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## **5. Eligible Bidders**

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
  - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - a. For the procurement of Non-Expendable Supplies and services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under ITB Clause 18.

## **7. Subcontracts**

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that: Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## 10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *the last three (3) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an Apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:
  - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
  - ii. The cost of all customs duties and sales and other taxes already paid or payable;
  - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in c.
- b. For Goods offered from abroad:
  - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### 13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
  - a. Philippine Pesos.

### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security *in no case shall exceed One Hundred Twenty (120) calendar days from the date of opening of bids, unless duly extended by the bidder upon the request of the Head of the Procuring Entity (HoPE) of the Quezon City Local Government*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

## **15. Sealing and Marking of Bids**

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## **16. Deadline for Submission of Bids**

16.1. The Bidders shall submit on the specified date and time through manual submission as indicated in paragraph 7 of the **IB**.

## **17. Opening and Preliminary Examination of Bids**

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **18. Domestic Preference**

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.



# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li><i>A single contract similar to the item/s to be bid and must be at least fifty percent (50%) of the ABC.</i></li> <li>Completed within the last three (3) years prior to the deadline for the submission and receipt of bids substantially in a <b>FORM prescribed by the QC-BAC-GOODS AND SERVICES, must be accompanied by a copy of Certificate of Acceptance by the end-user or Official Receipt (O.R) or Sales Invoice (S.I.) issued for the Contract.</b></li> </ol>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP <i>within Quezon City</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>The amount of not less than <b>Php 287,215.85</b> or equivalent to two percent (2%) of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>The amount of not less than <b>Php 718,039.62</b> or equivalent to five percent (5%) of ABC if bid security is in Surety Bond.</li> </ol>
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p>
20.2	<p>List of required licenses and permits relevant to the Project and the corresponding law requiring it.</p> <ul style="list-style-type: none"> <li>No additional requirement</li> </ul>
21.2	<p>Additional required documents relevant to the Project that are required by existing laws and/or the Procuring Entity.</p> <ol style="list-style-type: none"> <li><b>Organizational Chart</b> <ul style="list-style-type: none"> <li>The Service Provider should submit its detailed organization chart which should indicate an established organizational structure of technical personnel to show its capability to undertake the project.</li> </ul> </li> <li><b>List of manpower requirement</b> <ul style="list-style-type: none"> <li>The Service Provider shall provide at least six (6) technical personnel</li> </ul> </li> <li><b>Pre-Inspection</b> <ul style="list-style-type: none"> <li>The prospective bidders must secure a gate pass or permit for the site inspection of the project. The same must be acknowledge by the concerned building administrator/directors confirming that the bidder had conducted an actual pre inspection of the project.</li> </ul> </li> <li><b>Statement of Warranty</b> <ul style="list-style-type: none"> <li>Three (3) months warranty on labor performed</li> <li>Three (3) months limited warranty from the time of the installation of the spare parts supplied by the contractor.</li> </ul> </li> <li><b>Affidavit of Undertaking stating the following:</b> <ul style="list-style-type: none"> <li>The service provider should have at least two (2) years actual experience in elevator preventive maintenance, repair or installation.</li> </ul> </li> </ol>

	<ul style="list-style-type: none"><li>- The service provider shall provide at least six (6) technical personnel wearing proper personal protective equipment in conducting the preventive maintenance of the enrolled units.</li><li>- All services to be rendered must be supervised by an accredited Safety Officer or duly licensed Mechanical Engineer whom are required to provide Certificate of Registration and License.</li><li>- The service provider must secure a gate pass or permit for the site inspection of the project. The same must be acknowledge by the concerned building administrator / directors confirming that the bidder had conducted an actual pre inspection of the project.</li></ul> <p><b>6) Certification from the manufacturer/supplier that the elevators supplies and spare parts to be delivered are genuine.</b></p> <p><i>(With attached Terms of Reference which will form an integral part of this bidding document)</i></p>
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## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

## **1. Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## **2. Advance Payment and Terms of Payment**

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the SCC.

## **3. Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

## **4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## **5. Warranty**

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## ***Section V. Special Conditions of Contract***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

## Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract.]</i></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ul>
	<ul style="list-style-type: none"> <li>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> <li>f. <i>[Specify additional incidental service requirements, as needed.]</i></li> </ul> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

	<p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"><li>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li><li>b. in the event of termination of production of the spare parts:<ul style="list-style-type: none"><li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li><li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li></ul></li></ul> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier</p>



	<p>Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p><i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”</p>
4	<p>The inspections and tests that will be conducted are: <i>Product Presentation/Demonstration/Site Inspection, if applicable.</i></p>

Section VI. Schedule of Requirements

PROJECT NAME: COMPREHENSIVE PREVENTIVE MAINTENANCE OF 54 ELEVATOR UNITS AND 2 ESCALATOR UNITS FOR QUEZON CITY GOVERNMENT INSTALLATION FOR THE YEAR 2025 (EARLY PROCUREMENT ACTIVITY) PROJECT NO. CGSD-25-GRMS-0101

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks / Months
1	<p>COMPREHENSIVE PREVENTIVE MAINTENANCE OF 54 ELEVATOR UNITS AND 2 ESCALATOR UNITS FOR QUEZON CITY GOVERNMENT INSTALLATION FOR THE YEAR 2025 (EARLY PROCUREMENT ACTIVITY)</p> <p><u>Scope of Works:</u></p> <p><u>ELEVATOR</u></p> <ul style="list-style-type: none"><li>• Evaluate the general performance of the Equipment on the period covered since the last inspection visit.</li><li>• Examine, adjust and lubricate all the appropriate parts of all motors, controllers, brakes, door operators, rail guides, elevator cars, sheaves and inspect the wear and tear condition of the Equipment.</li><li>• Clean, adjust necessary machinery, motors, ropes, pulleys, fixing, controllers, gates, car doors, landing door locks, rollers, guides, wirings and safety devices.</li><li>• Identify and report to the CLIENT all sources of unusual noise from inside the elevators and machine room.</li><li>• Check all machines and components for abnormal temperature rise, oil leaks and vibration.</li><li>• Provide recommendations for the total enhancement and improvement of the CLIENT's Equipment.</li><li>• Examine the condition of the hoisting and governor ropes and to equalize tension of all hoisting ropes.</li><li>• Check digital position indicators and direction lamps, bulbs, buzzers and car lights.</li><li>• Check all load wires, terminations and the operations of contactors, relays, contacts, push buttons and all safety switches.</li><li>• Clean machine room, hoist way, car top, guide rails and pit equipment.</li><li>• Examine and test periodically all safety devices and speed, governors,</li><li>• Check for any differences in leveling accuracy, brake slippage, starting acceleration, running, deceleration, stopping and riding comfort.</li><li>• Monthly check of the condition of the safety gear.</li><li>• Conduct load testing once a year.</li><li>• Check and initialize the maintenance records of the elevator unit(s).</li><li>• Submit summary report on the conducted preventive maintenance activity.</li></ul> <p><u>ESCALATOR</u></p> <ul style="list-style-type: none"><li>• Evaluate the general performance of the Equipment on the period covered since the last inspection visit.</li></ul>	lot	1	Upon Issuance of Notice to Proceed until December 31, 2025



	<ul style="list-style-type: none"> <li>• Check the group dispatching systems and make necessary tests to ensure that all circuits and time settings are properly adjusted and that the system performs as designed and installed. ✓</li> <li>• Maintain a reasonable stock of spare parts and supplies to service the EQUIPMENT, including parts that are no longer commercially available and have to be specifically manufactured for the EQUIPMENT. ✓</li> <li>• Prepare to carry out work at the QCG's expense in connection with the EQUIPMENT failing outside the scope of the agreement, such work would be carried out under the terms and conditions as agreed upon by both parties. ✓</li> <li>• Required to perform on public and special holidays including Sundays at no extra cost to the QCG. ✓</li> <li>• Install original brand of parts/equipment and provide a certificate of genuineness. ✓</li> <li>• Inspect the condition/status of all units and secure a certificate of inspection from the City General Services Department (CGSD) as part of the requirements. ✓</li> <li>• Provide motorcycle to be used for the operations [1unit]. ✓</li> <li>• An equipment Evaluation Report shall be submitted for all unit conditions upon submission of bids. ✓</li> <li>• Submit a monthly accomplishment report with photos of all repair, troubleshooting and preventive maintenance report tagged as before, during and after as part of the assessment on the quality of services rendered and as an attachment to the monthly billing of service provider. ✓</li> </ul> <p><b><u>AREA OF COVERAGE</u></b> ✓</p> <p><b>Elevator Within Quezon City Hall Compound:</b> ✓</p> <table border="1"> <thead> <tr> <th>NO</th><th>LOCATION</th><th>BRAND</th><th>CAPACITY</th><th>NO. OF STOPS/ OPENINGS</th></tr> </thead> <tbody> <tr> <td>1</td><td>CAR A High Rise Building</td><td>FUJI</td><td>1150 kgs. 17 Persons</td><td>14</td></tr> <tr> <td>2</td><td>CAR B High Rise Building</td><td>FUJI</td><td>1150 kgs. 17 Persons</td><td>14</td></tr> <tr> <td>3</td><td>CAR C High Rise Building</td><td>FUJI</td><td>1150 kgs. 17 Persons</td><td>14</td></tr> <tr> <td>4</td><td>CAR D High Rise Building</td><td>JOY LIVE</td><td>1250 kgs. 16 Persons</td><td>15</td></tr> <tr> <td>5</td><td>CAR E High Rise Building</td><td>JOY LIVE</td><td>1250 kgs. 16 Persons</td><td>15</td></tr> <tr> <td>6</td><td>ANNEX Building (TREASURY)</td><td>MITSUBISHI</td><td>1050 kgs. 14 Person</td><td>3</td></tr> <tr> <td>7</td><td>Multi-Level Parking Building</td><td>FUJI</td><td>1250 kgs. 19 Persons</td><td>5</td></tr> <tr> <td>8</td><td>Civic Center Building A</td><td>MITSUBISHI</td><td>1150 kgs. 14 Persons</td><td>9</td></tr> </tbody> </table>	NO	LOCATION	BRAND	CAPACITY	NO. OF STOPS/ OPENINGS	1	CAR A High Rise Building	FUJI	1150 kgs. 17 Persons	14	2	CAR B High Rise Building	FUJI	1150 kgs. 17 Persons	14	3	CAR C High Rise Building	FUJI	1150 kgs. 17 Persons	14	4	CAR D High Rise Building	JOY LIVE	1250 kgs. 16 Persons	15	5	CAR E High Rise Building	JOY LIVE	1250 kgs. 16 Persons	15	6	ANNEX Building (TREASURY)	MITSUBISHI	1050 kgs. 14 Person	3	7	Multi-Level Parking Building	FUJI	1250 kgs. 19 Persons	5	8	Civic Center Building A	MITSUBISHI	1150 kgs. 14 Persons	9			
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	9	Civic Center Building B	MITSUBISHI	1150 kgs. 14 Persons	9				
	10	Civic Center Building C	FUJI YIDA	1250 kgs. 16 Persons	3				
	11	Civic Center Building D(Car1)	FUJI	800 kgs. 12 Persons	7				
	12	Civic Center Building D (Car 2)	FUJI	1350 kgs. 20 Persons	6				
	13	Civic Center Building D (Car 3)	FUJI	630 kgs. 9 Persons	3				
	14	Civic Center Building E	FUJI	1250 kgs. 19 Persons	5				
	15	Civic Center Building F (Car 1)	FUJI	800 kgs. 12 Persons	8				
	16	Civic Center Building F (Car 2)	FUJI	1250 kgs. 19 Persons	6				
	17	Quezon City Health (Car 1)	FUJI	1250 kgs. 19 Persons	5				
	18	Quezon City Health (Car 2)	FUJI	800 kgs. 12 Persons	4				
	19	NGO Building	FUJI YIDA	1600 kgs. 21 Persons	3				
	20	DRRMO Building	FUJI YIDA	1600 kgs. 21 Persons	4				
	21	DPOS Building	FUJI YIDA	1600 kgs. 21 Persons	3				
	22	Community Building	FUJI	800 kgs. 12 Persons	3				
	23	Quezon City Public Library Building	FUJI YIDA	630 kgs. 8 Persons	3				
	24	Underpass Quezon City Hall Side	FUJI YIDA	800 kgs. 10 Persons	2				
	25	Underpass Circle Side	FUJIYIDA	800 kgs. 10 Persons	2				

Elevator in other City Government Installations:

NO	LOCATION	BRAND	CAPACITY	NO. OF STOPS/ OPENINGS
1	COMELEC Building Car 1	FUJI YIDA	1250 kgs.16 Persons	8
2	COMELEC Building Car 2	FUJI YIDA	800 kgs. 10 Persons	8
3	DISTRICT 3 Action Office (MARILAG)	MITSHUBISHI	600 kgs. 9 Persons	6

	4	Archival Building Amoranto	FUJI	1000 kgs. 15 Persons	4				
	5	Central Warehouse Elevator 1	FUJI	1250 kgs. 19 Persons	3				
	6	Central Warehouse Elevator 3	FUJI	5000 kgs. 60 Persons (CARGO)	4				
	7	Central Warehouse Elevator 2	FUJI	2000 kgs. 30 Persons (CARGO)	4				
	8	Rosario Maclang Bautista Hospital (Car 1) BRGY. BATASAN	AGP/STBI	1600 kgs. 10 Persons	5				
	9	Rosario Maclang Bautista Hospital (Car 2) BRGY. BATASAN	AGP/STBI	1600 kgs. 10 Persons	5				
	10	Novaliches District Hospital (Car 1) BRGY. SAN BARTOLOME	FUJI YIDA	1600 kgs. 21 Persons	3				
	11	Novaliches District Hospital (CAR 2) BRGY. SAN BARTOLOME	FUJI YIDA	1600 kgs. 21 Persons	4				
	12	Quezon City General Hospital (Car1) BRGY. BAHAY TORO	KOYO	1150 kgs. 15 Persons	3				
	13	Quezon City General Hospital (Car 2) BRGY. BAHAY TORO	HYUNDAI	1000 kgs. 15 Persons	5				
	14	Quezon City General Hospital (Car 3) BRGY. BAHAY TORO	HYUNDAI	1000 kgs. 15 Persons	5				
	15	Quezon City General Hospital (Car 4) BRGY. BAHAY TORO	HYUNDAI	1000 kgs. 15 Persons	5				
	16	Quezon City General Hospital (Car 5) BRGY. BAHAY TORO	HYUNDAI	1000 kgs. 15 Persons	5				
	17	Quezon City University (QCU) Bautista Building. Auditorium (Car 1)	FUJI YIDA	1000 kgs 13 Persons	8				

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PARTS COVERAGE OF A COMPREHENSIVE ELEVATOR PREVENTIVE MAINTENANCE CONTRACT

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
CONTROL PANEL	
Power Transistor	Automatic Voltage Regulator
Cooling Fan	
Magnetic Contactor	
PCB MPU	
PCB I/O	
PCB SCL	
PCB GDC	
PCB SV	
PCB SST	
Main Drive	
Relay	
Resistors	
Capacitors Unit	
ZNR Unit	
EMI Filter	
Terminal Block	
Diode	
Transformer	
Fuse Free Breaker	
Fuse	
Interphone Unit	

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
MACHINE	
Machine Cushion	Gear/Gearless Machine
Brake Lining	Brake Assembly
Brake Check Switch	Secondary Pulley

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
	ARD ( Automatic Rescue Device )

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
TRANSFORMER GOVERNOR	
Governor Ropes	Governor Machine Assembly

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
CAR TOP	
Fan	Apparatus Box
Emergency Switch	PCB Door Controller
Maintenance Switch	
Proximity Floor Detector	
Rope	
Safety Switch	
PPCB 1/0	
Pulley	

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
GOVERNOR LIMIT SW	
Limit Switch Assy	Pulley Assy
FLS, DLS, SDS Switch	

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
SUPERVISORY	
DOT Matrix Display	
Key Switch	
Interphone Unit	
Buzzer	
LED Floor Detector	
Battery 12v	
Battery 6/24v	
Guide Shoe/Roller	
Oiler Box	
Pulley (If any)	
Spring/Custom for Ropes	
Cems System	
Video Controller	
CPU Init	



LCD Display	
Key Board	
Mouse	
<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>DOOR MACHINE</b>	
Door Belt, Door Drive	
CAM Roller	
CAM Switch GS, Door Motor	
CAM Switch OLS, CLS	
Pulley Tension	
Spring	
Door Rail	
<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>CAR DOOR</b>	
Safety Shoe	Multi Beam Sensor
Safety Shoe Stopper	
Retraction Bracket	
Door Guide Shoe	
Door Stopper	
Door Cushion	
<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>IN CAGE</b>	
Interphone Unit	
Operation Switch	
LCD Display	
Video Controller	
Micro Push Button	
PBC DOT. Matrix indicator	
<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>UNDER CAR</b>	
Load Sensor	
Cushion	
Safety Wedge	
Guide Shoe/Roller	
Safety Switch	
Travelling Cable	
<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>COUNTER WEIGHT</b>	
Guide Shoe	
Spring for Ropes	
Safety Wedge (If any)	
<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>LIMIT SW</b>	
Limit Switch Assy	
FLS, DLS, SDS Switch	
<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>HATCH DOOR</b>	
Door Lock Switch	PCB LCD Display
PBC SCL	
Door Coupling Device	
Roller	
Door Hanger	
Door Rail	
Door Spring	
Door Rope	
Door Guide Shoe	
Door Pulley	
PBC DOT. Matrix Indicator	
Micro Push Button	
PCB Display	
<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>CUSHION BUFFER</b>	
	Spring
	Hydraulic cylinder
<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>COMPENSATING</b>	
Cable	Chain

**PARTS COVERAGE OF A COMPREHENSIVE ESCALATOR PREVENTIVE MAINTENANCE SERVICE (PMS)  
FOR TWELVE (12) MONTHS**

<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
Aluminum Newel Guide	Balustrade
Axle Roller, Polyurethane	Boards
Brake Power Supply	Brake Electro Magnet
Cleats Lock	Friction Wheel
Comb Plate Switch	Glass Panel, Tempered, Standard (per panel)
Combfinger (Metal)	Glass Panel, Tempered, Variable (per panel)
Combfinger (Plastic)	Induction motor whole set (motor+reducer+brake)
Contactor	Main Board
Demarcation Line and Tail	Motor Chain
Demarcation/Cleats (Plastic)	Newel Aluminum Curve
Guide Roller	Pressure Roller Assembly
Handrail Belt	Programmable Logi Controller (PLC)
Handrail Guide Roller	Rubber Handrail
Handrail Plastic Guide	Secondary Chain
Limit Switch	Shaft for Chain Assembly
Newel Guide Roller, 17 Nods	Step Assembly with Rollers and Demarcations
Newel Roller, 17 Nods	Step Chain Assembly with Shafting and Rollers
Operation Key Switch	Log roller assy
Pressure Guide Roller	
Pressure Roller	
Relay	
Rubber Entry Switch	
Safety Switches	
Step Guide Roller	
Step Roller, Polyurethane	
Step Comb (plastic)	
Step Comb (metal)	
Stop Button Switch	

*attached Terms of Reference (TOR) which will form an integral part of this bidding document)*

I hereby certify to comply and deliver all the above requirements.

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

*mw*

## ***Section VII. Technical Specifications***

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

# Technical Specifications

PROJECT NAME: COMPREHENSIVE PREVENTIVE MAINTENANCE OF 54  
ELEVATOR UNITS AND 2 ESCALATOR UNITS FOR QUEZON CITY  
GOVERNMENT INSTALLATION FOR THE YEAR 2025 (EARLY  
PROCUREMENT ACTIVITY)  
PROJECT NO. CGSD-25-GRMS-0101

Item	Specification	Statement of Compliance
		<i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>
A.1	<p>COMPREHENSIVE PREVENTIVE MAINTENANCE OF 54 ELEVATOR UNITS AND 2 ESCALATOR UNITS FOR QUEZON CITY GOVERNMENT INSTALLATION FOR THE YEAR 2025 (EARLY PROCUREMENT ACTIVITY)</p> <p><u>Scope of Works:</u></p> <p><u>ELEVATOR</u></p> <ul style="list-style-type: none"><li>• Evaluate the general performance of the Equipment on the period covered since the last inspection visit.</li><li>• Examine, adjust and lubricate all the appropriate parts of all motors, controllers, brakes, door operators, rail guides, elevator cars, sheaves and inspect the wear and tear condition of the Equipment.</li><li>• Clean, adjust necessary machinery, motors, ropes, pulleys, fixing, controllers, gates, car doors, landing door locks, rollers, guides, wirings and safety devices.</li><li>• Identify and report to the CLIENT all sources of unusual noise from inside the elevators and machine room.</li><li>• Check all machines and components for abnormal temperature rise, oil leaks and vibration.</li><li>• Provide recommendations for the total enhancement and improvement of the CLIENT's Equipment.</li><li>• Examine the condition of the hoisting and governor ropes and to equalize tension of all hoisting ropes.</li><li>• Check digital position indicators and direction lamps, bulbs, buzzers and car lights.</li><li>• Check all load wires, terminations and the operations of contactors, relays, contacts, push buttons and all safety switches.</li><li>• Clean machine room, hoist way, car top, guide rails and pit equipment.</li><li>• Examine and test periodically all safety devices and speed governors.</li><li>• Check for any differences in leveling accuracy, brake slippage, starting acceleration, running, deceleration, stopping and riding comfort.</li></ul>	

- Monthly check of the condition of the safety gear.
- Conduct load testing once a year
- Check and initialize the maintenance records of the elevator unit(s)".
- Submit summary report on the conducted preventive maintenance activity.

#### **ESCALATOR**

- Evaluate the general performance of the Equipment on the period covered since the last inspection visit.
  - Systematically examine, adjust, lubricate as request and if conditions warrant, repair or replace the equipment;
  - Machine, Worm, Gear, Thrust Bearings, Drive Chain, Thrust Bearing, Main Bearings, Brake Pulley, Brake Coil, Brake Linings and Components Parts.
  - Motor, Rotating Elements and Bearings
  - Controller, All Relays, Contacts, Coils, Resistance for Operating and Motor Circuits, Operating Transformers, Operating Rectifiers, Skirt Switches, Upper and Lower Landing switches, Limit Switches, Handrail Protection Switches and all other control equipment.
  - Handrail Drive Chains, Handrail Brush Guards, Handrail Guide Rollers, Alignment Devices Steps, Steps wheels, Step Chains Step Axle Bushings, Comb Plates, Floor Plates and Tracks.
  - Upper Drive, Upper Drive Bearings, Tension Sprocket Bearings, Upper Newel Bearings, Lower Newel Bearings.
- Examine, adjust and lubricate all the appropriate parts of all motors, controllers, brakes, door operators, rail guides, chain and sprockets, drive rollers and inspect the wear and tear condition of the Equipment.
- Identify and report to the CLIENT all sources of unusual noise from inside the escalators.
- Check all the machines and components for abnormal temperature rise, oil leaks and vibration.
- Provide recommendations for the total enhancement and improvement of the CLIENT's Equipment.
- To check the comb, demarcation cleats, handrails, step band, balustrade glass, skirting panels and floor plates for any damage.
- Check for any difference in leveling accuracy, brake slippage, starting acceleration, running, deceleration, stopping and riding comfort.
- Monthly check of the condition of the safety gear.
- Check and initialize the maintenance records of the escalator unit(s).

#### **Responsibilities of the Service Provider:**

- Provide trained personnel who are qualified to properly maintain the equipment in safe operating condition.
- Examine, lubricate, and adjust the EQUIPMENT and generally carry out all planned maintenance in a systematic and controlled manner using its techniques and expertise, once a month. The service provider shall station a minimum of four (4) on-site technicians from 8:00 a.m. to 5:00 p.m., six (6) days a week during contract implementation. This includes repair, calibration & maintenance works or as need arises. The technician shall submit a monthly service report to the Buildings and Grounds Management Division (BGMD), CGSD.
- Repair and replacement any defective part/s detailed in the scope of works.
- Maintain the EQUIPMENT to the safety standard of the original EQUIPMENT and shall, at the QCG request, advice in any changes required by governmental authorities, codes and/or regulations.

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- Maintain the performance characteristics of the EQUIPMENT as originally designed and installed or as amended by mutual written agreement between the QCG and the service provider.
- Give priority in its service, repairs and manufacturing facilities to restoring the EQUIPMENT to normal service.
- Check the group dispatching systems and make necessary tests to ensure that all circuits and time settings are properly adjusted and that the system performs as designed and installed.
- Maintain a reasonable stock of spare parts and supplies to service the EQUIPMENT, including parts that are no longer commercially available and have to be specifically manufactured for the EQUIPMENT.
- Prepare to carry out work at the QCG's expense in connection with the EQUIPMENT failing outside the scope of the agreement, such work would be carried out under the terms and conditions as agreed upon by both parties.
- Required to perform on public and special holidays including Sundays at no extra cost to the QCG.
- Install original brand of parts/equipment and provide a certificate of genuineness.
- Inspect the condition/status of all units and secure a certificate of inspection from the City General Services Department (CGSD) as part of the requirements.
- Provide motorcycle to be used for the operations [1unit].
- An equipment Evaluation Report shall be submitted for all unit conditions upon submission of bids.
- Submit a monthly accomplishment report with photos of all repair, troubleshooting and preventive maintenance report tagged as before, during and after as part of the assessment on the quality of services rendered and as an attachment to the monthly billing of service provider.

**AREA OF COVERAGE**

**Elevator Within Quezon City Hall Compound:**

NO	LOCATION	BRAND	CAPACITY	NO. OF STOPS/ OPENINGS
1	CAR A High Rise Building	FUJI	1150 kgs. 17 Persons	14
2	CAR B High Rise Building	FUJI	1150 kgs. 17 Persons	14
3	CAR C High Rise Building	FUJI	1150 kgs. 17 Persons	14
4	CAR D High Rise Building	JOY LIVE	1250 kgs. 16 Persons	15
5	CAR E High Rise Building	JOY LIVE	1250 kgs. 16 Persons	15
6	ANNEX Building (TREASURY)	MITSUBISHI	1050 kgs. 14 Person	3
7	Multi-Level Parking Building	FUJI	1250 kgs. 19 Persons	5

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8	Civic Center Building A	MITSUBISHI	1150 kgs. 14 Persons	9
9	Civic Center Building B	MITSUBISHI	1150 kgs. 14 Persons	9
10	Civic Center Building C	FUJI YIDA	1250 kgs. 16 Persons	3
11	Civic Center Building D(Car1)	FUJI	800 kgs. 12 Persons	7
12	Civic Center Building D (Car 2)	FUJI	1350 kgs. 20 Persons	6
13	Civic Center Building D (Car 3)	FUJI	630 kgs. 9 Persons	3
14	Civic Center Building E	FUJI	1250 kgs. 19 Persons	5
15	Civic Center Building F (Car 1)	FUJI	800 kgs. 12 Persons	8
16	Civic Center Building F (Car 2)	FUJI	1250 kgs. 19 Persons	6
17	Quezon City Health (Car 1)	FUJI	1250 kgs. 19 Persons	5
18	Quezon City Health (Car 2)	FUJI	800 kgs. 12 Persons	4
19	NGO Building	FUJI YIDA	1600 kgs. 21 Persons	3
20	DRRMO Building	FUJI YIDA	1600 kgs. 21 Persons	4
21	IDPOS Building	FUJI YIDA	1600 kgs. 21 Persons	3
22	Community Building	FUJI	800 kgs. 12 Persons	3
23	Quezon City Public Library Building	FUJI YIDA	630 kgs. 8 Persons	3
24	Underpass Quezon City Hall Side	FUJI YIDA	800 kgs. 10 Persons	2
25	Underpass Circle Side	FUJIYIDA	800 kgs. 10 Persons	2

**Elevator in other City Government Installations:**

NO	LOCATION	BRAND	CAPACITY	NO. OF STOPS/ OPENINGS
1	COMELEC Building Car I	FUJI YIDA	1250 kgs.16 Persons	8
2	COMELEC Building Car 2	FUJI YIDA	800 kgs. 10 Persons	8

3	DISTRICT 3 Action Office (MARILAG)	MITSHUBISHI	600 kgs. 9 Persons	6
4	Archival Building Amoranto	FUJI	1000 kgs. 15 Persons	4
5	Central Warehouse Elevator 1	FUJI	1250 kgs.19 Persons	3
6	Central Warehouse Elevator 3	FUJI	5000 kgs. 60 Persons (CARGO)	4
7	Central Warehouse Elevator 2	FUJI	2000 kgs. 30 Persons (CARGO)	4
8	Rosario Maclang Bautista Hospital (Car 1) BRGY. BATASAN	AGP/STBI	1600 kgs. 10 Persons	5
9	Rosario Maclang Bautista Hospital (Car 2) BRGY. BATASAN	AGP/STBI	1600 kgs. 10 Persons	5
10	Novaliches District Hospital (Car 1) BRGY. SAN BARTOLOME	FUJI YIDA	1600 kgs. 21 Persons	3
11	Novaliches District Hospital (CAR 2) BRGY. SAN BARTOLOME	FUJI YIDA	1600 kgs. 21 Persons	4
12	Quezon City General Hospital (Car1) BRGY. BAHAY TORO	KOYO	1150 kgs. 15 Persons	3
13	Quezon City General Hospital (Car 2) BRGY. BAHAY TORO	HYUNDAI	1000 kgs.15 Persons	5
14	Quezon City General Hospital (Car 3) BRGY. BAHAY TORO	HYUNDAI	1000 kgs. 15 Persons	5
15	Quezon City General Hospital (Car 4) BRGY. BAHAY TORO	HYUNDAI	1000 kgs. 15 Persons	5
16	Quezon City General Hospital (Car 5) BRGY. BAHAY TORO	HYUNDAI	1000 kgs.15 Persons	5
17	Quezon City University (QCU) Bautista Building. Auditorium (Car 1) SAN BARTOLOME	FUJI YIDA	1000 kgs 13 Persons	8
18	Quezon City University (QCU) Bautista	FUJI YIDA	1000 kgs 13 Persons	8



		Building. AUDITORUIM (CAR 2) SAN BARTOLOME			
19	Quezon City University (QCU)Admin Building, SAN BARTOLOME	FUJI YIDA	1450 kgs. 16 Persons	5	
20	Regional Disaster Center (DRRMO) DAHLIA, BRGY. WEST FAIRVIEW	NIPPON	1150 kgs. 15 Persons	5	
21	QCX Elevator	Mitsubishi	630 kgs. 8 persons	2	
22	Barangay Bagong Silangan Quezon City (Freight Elev TO1)	UNITY EXPRESS INDUSTRIAL CORP. WINONE,LTHW	2000 kgs, 30 person	5	
23	Amoranto Arena (Passenger Elevator No. 1)	FUJI	2000 kgs, 30 person	5	
24	Amoranto Arena (Passenger Elevator No. 2)	FUJI	2000 kgs, 30 person	4	
25	Amoranto Arena (Passenger Elevator No. 3)	FUJI	2000 kgs, 30 person	2	
26	Amoranto Arena (Passenger Elevator No. 4)	FUJI	2000 kgs, 30 person	4	
27	Amoranto Arena (Passenger Elevator No. 5)	FUJI	2000 kgs, 30 person	4	
28	Amoranto Arena (Passenger Elevator No. 6)	FUJI	2000 kgs, 30 person	2	
29	Amoranto Arena (Passenger Elevator No. 7)	FUJI	2000 kgs, 30 person	2	

ESCALATOR UNIT (AMORANTO ARENA)

1	FJF-35-1000 Escalator No.1	Fuji Escalator
2	FJF-35-1000 Escalator NO. 2	Fuji Escalator

PARTS COVERAGE OF A COMPREHENSIVE ELEVATOR PREVENTIVE MAINTENANCE CONTRACT

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
CONTROL PANEL	
Power Transistor	Automatic Voltage Regulator
Cooling Fan	
Magnetic Contactor	
PCB MPU	
PCB I/O	
PCB SCL	
PCB GDC	
PCB SV	

PCB SST	
Main Drive	
Relay	
Resistors	
Capacitors Unit	
ZNR Unit	
EMI Filter	
Terminal Block	
Diode	
Transformer	
Fuse Free Breaker	
Fuse	
Interphone Unit	
<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>MACHINE</b>	
Machine Cushion	Gear/Gearless Machine
Brake Lining	Brake Assembly
Brake Check Switch	Secondary Pulley

<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
	ARD ( Automatic Rescue Device )

<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>TRANSFORMER GOVERNOR</b>	
Governor Ropes	Governor Machine Assembly

<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>CAR TOP</b>	
Fan	Apparatus Box
Emergency Switch	PCB Door Controller
Maintenance Switch	
Proximity Floor Detector	
Rope	
Safety Switch	
PPCB 1/0	
Pulley	

<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>GOVERNOR LIMIT SW</b>	
Limit Switch Assy	Pulley Assy
FLS, DLS, SDS Switch	

<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>SUPERVISORY</b>	
DOT Matrix Display	
Key Switch	
Interphone Unit	
Buzzer	
LED Floor Detector	
Battery 12v	
Battery 6/24v	
Guide Shoe/Roller	
Oiler Box	
Pulley (If any)	
Spring/Custom for Ropes	
Cems System	
Video Controller	
CPU Init	
LCD Display	
Key Board	
Mouse	
<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>DOOR MACHINE</b>	
Door Belt, Door Drive	

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CAM Roller	
CAM Switch GS, Door Motor	
CAM Switch OLS, CLS	
Pulley Tension	
Spring	
Door Rail	
<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>CAR DOOR</b>	
Safety Shoe	Multi Beam Sensor
Safety Shoe Stopper	
Retraction Bracket	
Door Guide Shoe	
Door Stopper	
Door Cushion	

<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>IN CAGE</b>	
Interphone Unit	
Operation Switch	
LCD Display	
Video Controller	
Micro Push Button	
PBC DOT. Matrix indicator	

<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>UNDER CAR</b>	
Load Sensor	
Cushion	
Safety Wedge	
Guide Shoe/Roller	
Safety Switch	
Travelling Cable	
<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>

<b>COUNTER WEIGHT</b>	
Guide Shoe	
Spring for Ropes	
Safety Wedge (If any)	
<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>

<b>LIMIT SW</b>	
Limit Switch Assy.	
FLS, DLS, SDS Switch	
<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>

<b>HATCH DOOR</b>	
Door Lock Switch	PCB LCD Display
PBC SCL	
Door Coupling Device	
Roller	
Door Hanger	
Door Rail	
Door Spring	
Door Rope	
Door Guide Shoe	
Door Pulley	
PBC DOT. Matrix Indicator	
Micro Push Button	
PCB Display	
<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>

<b>CUSHION BUFFER</b>	
Spring	
Hydraulic cylinder	
<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>COMPENSATING</b>	
Cable	Chain

PARTS COVERAGE OF A COMPREHENSIVE ESCALATOR PREVENTIVE MAINTENANCE SERVICE (PMS) FOR TWELVE (12) MONTHS	
PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
Aluminum Newel Guide	Balustrade
Axle Roller, Polyurethane	Boards
Brake Power Supply	Brake Electro Magnet
Cleats Lock	Friction Wheel
Comb Plate Switch	Glass Panel, Tempered, Standard (per panel)
Combfinger (Metal)	Glass Panel, Tempered, Variable (per panel)
Combfinger (Plastic)	Induction motor whole set (motor+reducer+brake)
Contactor	Main Board
Demarcation Line and Tail	Motor Chain
Demarcation/Cleats (Plastic)	Newel Aluminum Curve
Guide Roller	Pressure Roller Assembly
Handrail Belt	Programmable Logi Controller (PLC)
Handrail Guide Roller	Rubber Handrail
Handrail Plastic Guide	Secondary Chain
Limit Switch	Shaft for Chain Assembly
Newel Guide Roller, 17 Nods	Step Assembly with Rollers and Demarcations
Newel Roller, 17 Nods	Step Chain Assembly with Shafting and Rollers
Operation Key Switch	Log roller assy
Pressure Guide Roller	
Pressure Roller	
Relay	
Rubber Entry Switch	
Safety Switches	
Step Guide Roller	
Step Roller, Polyurethane	
Step Comb (plastic)	
Step Comb (metal)	
Stop Button Switch	

attached Terms of Reference (TOR) which will form an integral part of this bidding document)

B.	Compliance to the Schedule of Requirements (Section VI)
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Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

## COST DERIVATION

PROJECT NAME: COMPREHENSIVE PREVENTIVE MAINTENANCE OF 54  
ELEVATOR UNITS AND 2 ESCALATOR UNITS FOR QUEZON CITY  
GOVERNMENT INSTALLATION FOR THE YEAR 2025 (EARLY  
PROCUREMENT ACTIVITY)  
PROJECT NO. CGSD-25-GRMS-0101

No.	AREA OF COVERAGE	UNIT	QUANTITY	UNIT COST	TOTAL COST
WITHIN QUEZON CITY HALL COMPOUND					
1	High Rise Building Elev. Car A – One (1) unit, East Wing	1	lot		
2	High Rise Building Elev. Car B – One (1) unit, East Wing	1	lot		
3	High Rise Building Elev. Car C – One (1) unit, East Wing	1	lot		
4	High Rise Building Elev. Car D – One (1) unit, West Wing	1	lot		
5	High Rise Building Elev. Car E – One (1) unit, West Wing	1	lot		
6	Civic Center Bldg. A – One (1) unit	1	lot		
7	Civic Center Bldg. B – One (1) unit	1	lot		
8	Civic Center Bldg. C – One (1) unit	1	lot		
9	Civic Center Building D– Elevator No. 1	1	lot		
10	Civic Center Building D– Elevator No. 2	1	lot		
11	Civic Center Building D– Elevator No. 3	1	lot		
12	Civic Center E	1	lot		
13	Civic Center F Elevator No. 1	1	lot		
14	Civic Center F Elevator No. 2	1	lot		
15	Annex (Treasury) Building - One (1) unit	1	lot		
16	QC Hall Underpass (City Hall Side) – One (1) unit	1	lot		
17	QC Hall Underpass (QMC Side) – One (1) unit	1	lot		
18	NGO Building – One (1) unit	1	lot		
19	DPOS Building – One (1) unit	1	lot		
20	DRRMO Building – One (1) unit	1	lot		
21	Quezon City Public Library – One (1) unit	1	lot		
22	Parking Building – One (1) unit	1	lot		
23	Community Center Elevator ( one unit )	1	lot		
24	Health Building Elevator No. 1	1	lot		
25	Health Building Elevator No. 2	1	lot		
				SUB TOTAL	
OUTSIDE QUEZON CITY HALL COMPOUND					
1	Archival Elevator One (1) unit	1	lot		
2	Warehouse Elevator No. 1	1	lot		
3	Warehouse Elevator No. 2	1	lot		
4	Warehouse Elevator No. 3	1	lot		
5	Comelec Elevator No. 1	1	lot		

6	Comelec Elevator No. 2	1	lot		
7	District III Action Office Bgy, Marilag Elevator ( one unit )	1	lot		
8	Rosario Maclang Bautista General Hospital ( Hospital Bed Elevator ), HBE -1	1	lot		
9	Rosario Maclang Bautista General Hospital, ( Hospital Bed Elevator), HBE -2	1	lot		
10	Novaliches District Hospital, (Hospital Bed Elevator) , Elevator No. 1	1	lot		
11	Novaliches District Hospital, (Hospital Bed) Elevator ), Elevator No. 2,	1	lot		
12	Quezon City General Hospital (MRL Passenger Lift) Unit 1	1	lot		
13	Quezon City General Hospital, (Hospital Bed ), PE-1	1	lot		
14	Quezon City General Hospital, (Hospital Bed ), PE-2	1	lot		
15	Quezon City General Hospital, (Hospital Bed ), PE-3	1	lot		
16	Quezon City General Hospital, (Hospital Bed ), PE-4	1	lot		
17	Quezon City University (QCU), Auditorium, Passenger Elevator PE-1	1	lot		
18	Quezon City University (QCU), Auditorium, Passenger Elevator PE-2	1	lot		
19	Quezon City University (QCU), Admin Building, Passenger Elevator PE-2	1	lot		
20	Regional Disaster Center (DRRMO) Dahlia, Elevator 1 unit	1	lot		
21	QCX Elevator	1	lot		
22	Barangay Bagong Silangan Quezon City ( Freight Elev. TO1)	1	lot		
23	Amoranto Arena (Passenger Elevator No. 1 )	1	lot		
24	Amoranto Arena (Passenger Elevator No. 2 )	1	lot		
25	Amoranto Arena (Passenger Elevator No. 3 )	1	lot		
26	Amoranto Arena (Passenger Elevator No. 4 )	1	lot		
27	Amoranto Arena (Passenger Elevator No. 5 )	1	lot		
28	Amoranto Arena (Passenger Elevator No. 6)	1	lot		
29	Amoranto Arena (Passenger Elevator No. 7 )	1	lot		
	<b>ESCALATOR UNIT ( AMORANTO ARENA )</b>				
1	FJF-35-1000 ESCALATOR ( UNIT NO. 1 )	1	lot		
2	FJF-35-1000 ESCALATOR ( UNIT NO. 2 )	1	lot		
			<b>GRAND TOTAL</b>		

*m*

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.



# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

#### Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES); and**
- ☐ (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES); and**
- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (e) Conformity with Section VI. (Schedule of Requirements) and Section VII. (Technical Specifications), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (f) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- ☐ (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES);**  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### *Class “B” Documents*

- ☐ (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
**or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

#### Other documentary requirements under RA No. 9184 (as applicable)

- ☐ (i) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

## II. FINANCIAL COMPONENT ENVELOPE

- ☐ (a) Original of duly signed and accomplished Financial Bid Form;
- ☐ (b) Original of duly signed and accomplished Price Schedule(s); **and**
- ☐ (c) **Cost Derivation/s.**

## III. REQUIRED DOCUMENTS in BDS SECTION 20.2 and 21.2

### 1) Organizational Chart

- The Service Provider should submit its detailed organization chart which should indicate an established organizational structure of technical personnel to show its capability to undertake the project.

### 2) List of manpower requirement

- The Service Provider shall provide at least six (6) technical personnel

### 3) Pre-Inspection

- The prospective bidders must secure a gate pass or permit for the site inspection of the project. The same must be acknowledge by the concerned building administrator/directors confirming that the bidder had conducted an actual pre inspection of the project.

### 4) Statement of Warranty

- Three (3) months warranty on labor performed
- Three (3) months limited warranty from the time of the installation of the spare parts supplied by the contractor.

### 5) Affidavit of Undertaking stating the following:

- The service provider should have at least two (2) years actual experience in elevator preventive maintenance, repair or installation.
- The service provider shall provide at least six (6) technical personnel wearing proper personal protective equipment in conducting the preventive maintenance of the enrolled units.
- All services to be rendered must be supervised by an accredited Safety Officer or duly licensed Mechanical Engineer whom are required to provide Certificate of Registration and License.
- The service provider must secure a gate pass or permit for the site inspection of the project. The same must be acknowledge by the concerned building administrator / directors confirming that the bidder had conducted an actual pre-inspection of the project.

### 6) Certification from the manufacturer/supplier that the elevators supplies and spare parts to be delivered are genuine.

*(With attached Terms of Reference which will form an integral part of this bidding document)*

Note:

#### 1. Please refer to

[[https://drive.google.com/file/d/1uiYurh5WrpBL5B\\_pqpzAb62yucAblR1p/view?usp=sharing](https://drive.google.com/file/d/1uiYurh5WrpBL5B_pqpzAb62yucAblR1p/view?usp=sharing)] for the following requirements:

- a. Computation of NFCC;
- b. List of All Ongoing Contracts/List of Contracts already awarded but not yet started;
- c. Statement of Single Largest Completed Contract

#### 2. Please refer to GPPB Resolution No. 16-2020 for the following requirements:

- a. Bid Form;
- b. Price Schedule (for Goods Offered from Abroad/ Within the Philippines)
- c. Bid Securing Declaration; and
- d. Omnibus Sworn Statement

